

# KIPDA DISTRICT EARLY INTERVENTION COMMITTEE MEETING

October 24, 2005

## Minutes

K.I.D.S. Center, Louisville, Kentucky

Members/Designees Present: Barbara Borie, Melinda Atkins, Margaret Price (for Becky Skrine), Karen Pass, Sandy Milburn, Eileen Deren, Julie Leezer, Ann Phillips, Sue McGill, Mona McCubbin.

Members/Designees Not Present or Represented: Carrie Bearden, Ann Finney, Lynn Webster.

Staff Present: Alicia Dailey, Sandra Duverge, Cathy Moser.

Guests Present: None.

SUBJECT	DISCUSSION	ACTION
Introductions	Michelle Harmon, parent volunteer, was introduced to the DEIC. She has a two-year old girl, Isabel, who has been in First Steps since November 2004.	
Minutes	September minutes were presented for review.	Minutes were approved with corrections.
Point of Entry Report	<p>Cindy Holmes reported. <u>Referrals:</u> 162 referrals for September.</p> <p><u>Child Find:</u> Oldham Co. Preschool Ice Cream Social and the Optimist Club.</p> <p><u>Shortages:</u> SLP, OT, Nutritionist, Family Therapist and PLEs who have ST or OT background in all counties; all disciplines but PSC in Trimble Co. Alicia Dailey has given the POE a list of providers who have been trained and will be starting soon.</p> <p><u>Staffing:</u> Shawna Dellecave and Julie Derringer started August 1, 2005.</p> <p><u>Issues:</u> 1) Spanish-speaking ISC is concerned about the Statement of Assurances. Cindy wanted to know if the Statement of Assurances in Spanish should go to Anne Swinford first. Sandra Duverge said there's a place at the state that does this. 2) 45-day timeline: POE is going to</p>	Cindy Holmes will send, via email, the Spanish version of the Statement of Assurances to Anne Swinford and will copy the DEIC.

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	<p>implement some new strategies. Meeting this deadline will have to be a coordinated effort between families, providers and the POE. It's not the POE's responsibility alone. Cindy wants staff notes to reflect that everything possible has been done to meet the timeline. In KIPDA, most of the times that the 45-day timeline has been exceeded are due to parent unavailability. Things causing delay include providers not completing their reports on time and families not keeping all of their appointments.</p>	<p>POE will emphasize the 45-day timeline to families and providers. ISCs will fully document all attempts to meet it.</p>
<p>Technical Assistance Team Report</p>	<p><b>Cathy Moser</b> reported on State Performance Plan that will be submitted to OSEP: 1) Timely delivery of services: must be 100% compliance. The state says that services in KY must start within 21 calendar days. 2) Under-service: Providers need to be more realistic in allocating units. Need to take into account vacations and holidays. If 96 units are written on the plan, but the provider only uses 80 units, the child is being under-served. If it appears like all of the units will not be used, an amendment needs to be made. If the IFSP Review meeting has been held and there's 3 months left until the child turns 3, but the PSC assigns 96 units anyway, that's another instance of under-service. Units should be adjusted according to the child's time left in the program. Statewide, the state is under-serving many children. The state is under severe supervision. Compliance rate must be 100%. OSEP will not accept any excuses. Providers need to be flexible to make up missed appointments. They need to keep PSCs informed about utilization of units so adjustments can be made if needed.</p> <p>Discussion ensued about whether a provider can exceed the number of units per visit that's written on the IFSP. Example: if a visit has been missed, can a provider go for a longer time on the next visit(s) [understanding that no billable visit may exceed one hour]?</p> <p><b>Sandra Duverge</b> reported: 1) Family Orientation: she sent 569 invitations to families on 10/20 and 10/21 for the November 3<sup>rd</sup> orientation. Will use \$200 from the grant money to pay for postage. This is a test run before the</p>	<p>Cathy would like Anne Swinford to send out an email asking providers to be realistic when planning the allocation of units.</p> <p>The TAT will research this question and report back to the DEIC.</p>

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	Family orientations statewide start in January 2006 on a monthly basis. Sandra will alternate between KIPDA and Lincoln Trail districts. Connie Coovert, parent consultant from UK TAT is assisting with the November 3 <sup>rd</sup> orientation. Childcare is the major issue preventing attendance.	
ICC	Sarah Walker, via email to the DEIC chairs through the TATs, asked for the names of providers and parents who would be interested in serving on the ICC. Cindy Holmes said that, although many ICC members have served beyond their terms, the task at hand is filling key vacant positions. The governor has not made appointments in a long time. A list of nominees is being compiled to submit for his review. This would be a good opportunity to get KIPDA representation on the ICC from our providers and parents. There are four parent openings. Sarah Wilding, Director of Nursing for the state, is going to see where the ICC functions on the state organizational chart. Currently, it is under Kim Townley in the Dept. of Education. DEIC members interested: Shawna White, Melinda Atkins and Mona McCubbin.	<p>1) Barbara Borie will email Sarah Walker back with the following names who are interested in serving on the ICC: Shawna White, Melinda Atkins and Mona McCubbin.</p> <p>2) Sandra Duverge will ask Michelle Harmon if she's interested in serving on the ICC.</p> <p>3) Other DEIC members will check with their staff and let Barbara Borie know.</p>
Treasurer's Report	No money was spent for correcting the errors on the Jim Henson and Marge Allen awards from the Infant Toddler Institute. Lee Ann Jung took full responsibility for the errors and will pay for the corrections. Sandra Duverge already reported that the DEIC will pay \$200 for postage for the November 3 <sup>rd</sup> Family Orientation.	
Transition Updates	Shawna White reported. There will be a JCPS Transition meeting in November. Rural KIPDA has not met – they are waiting on the state's transition plan.	
Mini-Conference	Sandra Duverge reported. She spoke with Melissa Sheldon, SLP. Melissa's perspective is that IFSP teams should be assigned. She and one of the co-authors of the coaching book are willing to come to Louisville but are concerned about how their philosophy may be received in KY. The authors are working with the state of Nebraska which also has a vendor system. Sandra sent out an email to the DEIC asking for providers in the	

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	field to communicate with Melissa, but did not receive a response to the email. Sandy Milburn and Becky Skrine volunteered to communicate with Melissa.	Sandra Duverge will email Melissa Sheldon and copy Sandy, Becky and U of L TAT to discuss the authors' philosophy and our needs.
Cultural/Racial Diversity Workgroup	<p>Barbara Borie reported. The workgroup reviewed information from Dr. Sharon Moore and from Passport. Dr. Moore was selected. Alicia Dailey stated that she had emailed Dr. Troutman from the Jefferson Co. Health Dept. for information, but she did not receive a response.</p> <p>At issue is finding the best way to attract providers to attend. Options: 1) 3-hour training, 9 am – 12 pm the last week of January or first week of February. 2) Shorter training increments over a period of time; 3) Institute a provider networking meeting beginning in January with cultural/racial diversity being the topic for one or more meetings. Suggested times and format: At the beginning of the day (e.g., 8:00 am), or 12-1:30 pm, with one hour for the presentation and ½ hour for business or updates. The noon time slot would be a brown bag event. It was suggested that we survey providers via email for their input to create interest and maximize attendance. 4) Have the cultural/racial diversity training on the same day as the mini-conference, with each being ½ day (3 hours each).</p>	<p>DEIC would like to start provider networking meetings. The format and logistics need to be decided at the next meeting.</p> <p>With a monthly reminder from Alicia Dailey, Cindy Holmes will email Alicia the current KIPDA provider list. Alicia will send this out to the DEIC. It needs to be determined who will survey providers regarding topics for the networking meetings, when this will occur and what the survey will say.</p>

**Next meeting: November 28, 2005, 12:00-1:30 p.m.  
Board Room, K.I.D.S. Center, 982 Eastern Parkway**

**Agenda:**

**Transition Update  
Cultural/Racial Diversity Training  
Provider Networking Meetings  
Mini-Conference  
Community Fair  
December Meeting Date**